

[? Help](#)**Job details**

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Permanent County of Los Angeles employees who have passed their initial probationary period and currently holding the payroll title of **Management Analyst** are invited to submit their resume with cover letter and employee number, copies of their last two (2) performance evaluations, and time history report (prime variances only) for the last two (2) years.

Please email documents to Regina.Pereyra@probation.lacounty.gov with the subject line "Management Analyst."

All submitted documents will be evaluated and only the most qualified candidates will be scheduled for an interview. The cover letter and resume should clearly outline how the employee meets the requirements and desirable qualifications. Successful candidates must complete a background check which includes a review of their official personnel folder and reference checks.

Desirable Qualifications

- Strong Analytical Skills
- Strong verbal and written communication skills
- Strong Interpersonal Skills
- Experience in utilizing Kenexa Recruiter BrassRing to develop bulletins and review applications
- Experience in conducting job analysis and exam plans and test development

Duties

- Conducts test development analysis by meeting with subject matter experts to gather data on the required job skills, knowledge, abilities, personal characteristics, competencies, and attributes; utilizes other test development tools and/or methods to collect data such as, on-the-job observations, surveys and questionnaires; and

prepares job analysis reports and job validations reports for management's review and approval.

- Conducts research of examination and recruitment trends by studying litigation cases, employee relations issues, and training and development deficiencies in the Department; evaluates adverse-impact resulting from the use of examination instruments or processes; and recommends changes to recruitment processes and practices to improve the outcome of the Department's recruitment efforts.
- Develops examination bulletins, tools and instruments for technical, administrative and program recruitments; and creates web-based questionnaire utilizing the countywide web-based recruitment system by applying job analysis and test validation findings to enhance recruitment efforts and increase recruitment and hiring efficiencies.
- Develops departmental policies, procedures, and directives as it relates to examinations and/or hiring processes and practices; and reviews and recommends updates to policies and procedures to ensure updates correspond to any countywide updates/changes.
- Works directly with representatives of the Board of State and Community Corrections, various government agency vendors as it relates to the development of examinations, examination instruments and/or methods and test outcomes.
- Conducts departmental examination audits and prepares corrective action measures and reports; and recommends departmental training and/or changes to processes to comply with County and departmental policies and procedures and State and federal laws.

Vacancy Information This transfer opportunity is located at Probation Department Headquarters, 9150 East Imperial Highway, Downey, CA 90242.

****THIS IS NOT A CIVIL SERVICE EXAMINATION.****

Available Shift Day
Contact Name Regina Pereyra
Contact Email Regina.Pereyra@probation.lacounty.gov
Job Field Human Resources
Job Type Administrative Support

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